



DEPARTMENT OF THE NAVY

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 6320.1D
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NSHS BETHESDA INSTRUCTION 6320.1D

From: Commanding Officer

Subj: NONEMERGENCY TREATMENT AND HOSPITALIZATION OF MILITARY
PERSONNEL

Encl: (1) Flow Chart

1. Purpose. To issue guidelines for procedures to follow prior to scheduling elective surgery, medical/dental treatment and/or hospitalization.

2. Cancellation. NSHSBETHINST 6320.1C

3. Applicability. This instruction applies to all military personnel assigned to the Naval School of Health Sciences (NSHS), Bethesda, Maryland.

4. Policy. The health and welfare of all members of this command are of vital interest to the Commanding Officer. It is command policy to support the needs and desires of personnel seeking or requiring non-emergency treatment or hospitalization. A legitimate need to know exists when any staff member or student is contemplating an elective surgical or treatment procedure which requires the member to be absent from the command and/or placed on convalescent leave. As a general policy, students will not be granted permission to schedule elective surgery which will require absences of a magnitude that will interfere with training.

5. Responsibilities

a. Directors are to ensure that any elective surgical or treatment procedure scheduled on a member under their cognizance (staff or student) is approved by the Commanding Officer.

b. Individuals anticipating non-emergency treatment or hospitalization should notify their Director in a timely manner to minimize the negative impact of lost work days.

6. Action. Any staff member or student considering an elective surgical procedure which will result in an absence from the command, will submit a special request chit requesting permission for the procedure. The request chit, with documentation by the

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attending medical officer, shall be forwarded via the chain of command to the Commanding Officer for approval as indicated in enclosure (1).



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